

अण्डमान तथा  
Andaman And



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No. 39, Port Blair, Thursday, January 27, 2011

ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT

**NOTIFICATION**

Port Blair, dated the 27<sup>th</sup> January, 2011

No. 38/2011/F.No. 3-9/2010-(AR).— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Govt. of India, Ministry of Home Affairs, New Delhi, Notification No. U14039/2/83-ANL dated 2<sup>nd</sup> February, 1985 and in supersession of Ministry of Home Affairs, New Delhi, Notification No. U14012/8/76-ANL dated 09.01.1977, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the Group 'B' post of Senior Technical Assistant (Work Study) borne on the Internal Work Study Unit in the Secretariat Establishment of Andaman and Nicobar Administration, namely :-

**1. Short title and commencement :-**

- (i) These Rules may be called the Andaman and Nicobar Administration, Senior Technical Assistant (Work Study) Recruitment (Amendment) Rules, 2011.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, its classification and scale of pay :-**

The number of posts, the classification and the scale of pay attached thereto, shall be specified at paras 2 to 4 of the Schedule annexed to these rules.

**3. Method of recruitment, age limit and other qualifications :-**

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified at paras 5 to 15 of the abovesaid Schedule.

**4. Disqualifications :-**

No person —

- (a) Who has entered into or contracted a marriage with any person, having a spouse living, or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Administrator, Andaman and Nicobar Administration may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these rules.

**5. Powers to relax :-**

Where the Administrator, Andaman and Nicobar Islands, is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing relax any of the provisions of these rules, with respect to any class or category of persons.

**6. Savings :-**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the candidates belonging to Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. Genl. (Retd.) Bhopinder Singh, PVSM, AVSM  
Lieutenant Governor,  
Andaman and Nicobar Islands.**

**By order and in the name of the Lieutenant Governor,**

**Sd./-  
(U.C. Gain)  
Assistant Secretary (AR)**

**SCHEDULE**

**RECRUITMENT RULES FOR THE POST OF SENIOR TECHNICAL ASSISTANT  
(WORK STUDY) UNDER THE ADMINISTRATIVE REFORMS WING OF A & N  
ADMINISTRATION**

1.	Name of post	<b>SENIOR TECHNICAL ASSISTANT (WORK STUDY)</b>
2.	No. of post(s)	02 (Two), 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'B' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-2 Rs. 9300-34800 with Grade Pay Rs. 4200
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruits	Not applicable
8.	Educational and other qualifications required for direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by deputation

12.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation / absorption to be made	<p><b>Deputation :</b></p> <p><b>(a)</b> Officers of Central/State Govt./Union Territories</p> <p>(i) holding analogous posts on regular basis in the parent cadre/department</p> <p style="text-align: center;">(OR)</p> <p>(ii) with 6 years service in the grade render after appointment thereto on a regular basis in the pay scale in PB-1 of Rs. 5200-20200 with Grade Pay of Rs. 2800 or equivalent in the parent cadre/department</p> <p style="text-align: center;">(OR)</p> <p>(iii) with 10 years service in the grade rendered after appointment thereto on a regular basis in the pay scale in PB-1 of Rs. 5200-20200 with Grade Pay of Rs. 2400 or equivalent in the parent cadre/department,</p> <p style="text-align: center;">(AND)</p> <p><b>(b)</b> Possessing a Degree of a recognized University;</p> <p style="text-align: center;">(AND)</p> <p>(i) have successfully completed the training in the Basic Management Service Course of the Institute of Secretariat Training &amp; Management or equivalent training in any other Institution.</p> <p style="text-align: center;">(OR)</p> <p>(ii) Possessing atleast one year experience in the application of Work Study/Organization and Method/Analytical/Statistical Operation Research Technique</p> <p><b>Note:-</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006 (the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation.</p> <p>(Period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Govt. shall ordinarily not exceed 3 (three) years. The maximum age limit for appointment by deputation shall be not exceeding 56 years' as on the closing date of receipt of applications).</p>
13.	If a DPC exists, what is its composition ?	Not applicable
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**ANNEXURE****Duties and Responsibilities of Senior Technical Assistant**

1. Work measurement studies among the departments/offices to assess staff strength and work load vis-a-vis to eliminate overlapping of activities among the departments.
2. Conducting inspection of Organisation and Methods of various departments/institutions.
3. Conducting of facility utilization studies (Utilization of machine, equipment and space etc.).
4. Review and codification of Manuals/Administrative instructions.
5. Conducting of General Administrative improvement studies.
6. Promotion and development efforts of Administration.
7. Policy guidelines relating to Citizen's Charter.
8. Assisting the SIU, Ministry of Finance / IWSU of Ministry of Home Affairs for conducting studies.
9. Adoption of suitable measures to enforce Good Governance in the department under the Administration.
10. Allocation of Business Rules among the sections in the Secretariat.
11. Implementation of recommendations of Administrative Reforms Commission.
12. Preparation of minutes of Secretaries/HODs.
13. All the official correspondence related to the section.
14. Overall supervision of the Section.
15. Distribution of work among the staff as evenly as possible.
16. Training, helping and advising the staff.
17. Management and coordination of the work.
18. Maintenance of order and discipline in the section.
19. Enforcement of punctuality in office timings in the departments/offices.
20. Consultancy service to various organizations.
21. Any other work that may be assigned from time to time.